The purpose of this Business Process Procedure is to demonstrate how to use transaction ZFIR018 in the Integrated HR-Payroll System.

Trigger: As part of the validation process for posting payroll, the agency should run ZFIR018.

Business Process Procedure Overview:

The summary version of ZFIR018 can be used to verify total dollar amount on the report with the (North Carolina Financial System) NCFS amount. The detail version of this report can be used to see the detail account, wage types, and cost distribution for each employee. ZFIR018 should be run after payroll post to General Ledger.

Variants have been set up to use when running the report. These variants are in the format of:

/210330 CMCS	REQS POSTED 03 30 2021	A		X	00362121	03/30/2021

This includes the payroll runs for CMCS posting date of March 30, 2021.

/2103MM TOTAL	TOTAL PAYROLL POSTINGS 03 2021	A		X	00362121	04/01/2021

This includes all payroll runs for month of March, 2021. Medical is excluded.

/210405 CMCS M	REQS POSTED 04 05 21 MEDICAL	A		X	00362121	04/05/2021

This includes the medical expenditures for the March payroll which post on April 5, 2021. The output file that is created can be modified.
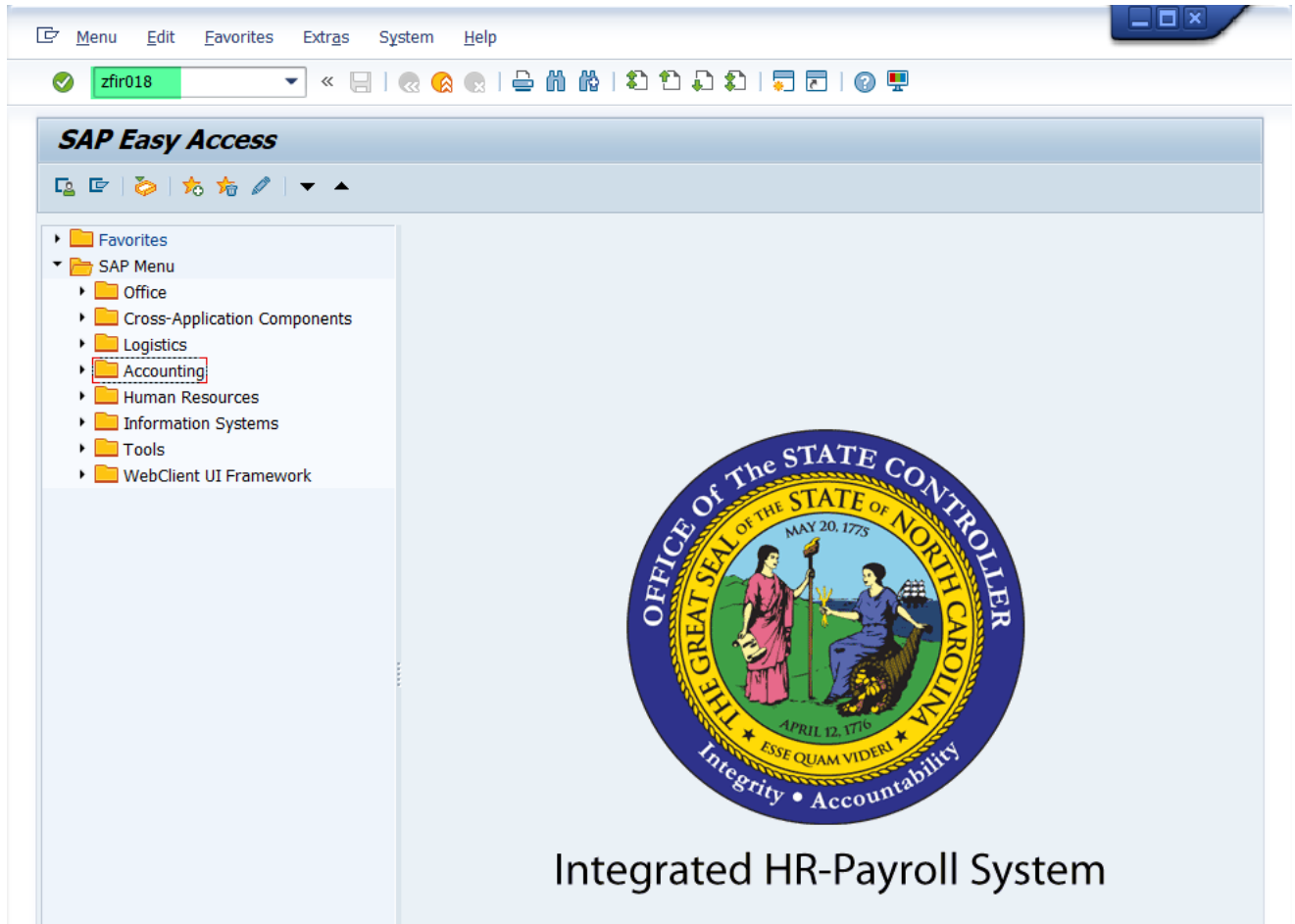
The following BPP will show how to make changes. It is also possible to save the file as a spreadsheet.

Access Transaction:

Via Transaction Code: ZFIR018

Procedure

1. Enter ZFIR018 in the command field:

2. Click the **Enter** button.

|	
Information	You may want to enter this transaction code in your Favorites folder.
	• From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
	• Type in **ZFIR018**.
	• Click **Enter**.
	To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:
	• Choose **Extras > Settings**.
	• Place a check next to **Display Technical Names**.
	• Click **Enter**.
	For more information about your Favorites folder, see https://www.osc.nc.gov/documents/working-your-favorites-folder

3. Click the Get Variant ⧉ button. (Alternatively, the hotkey is Shift+F5, or use the drop-down menus at the top of your screen: Goto -> Variants -> Get Variant)
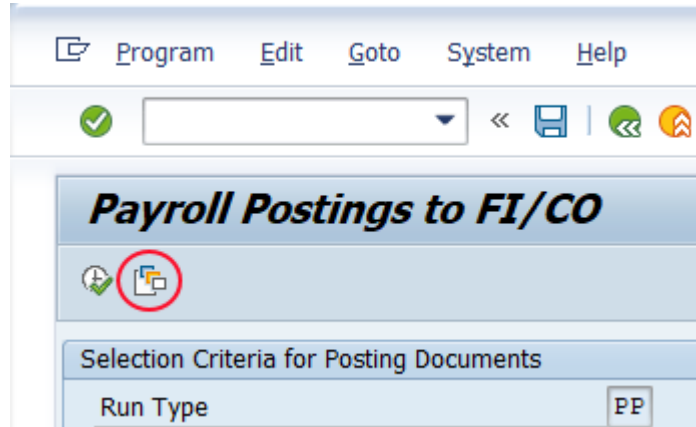
4. Remove your personnel number from the Find Variant pop-up and click the execute button.
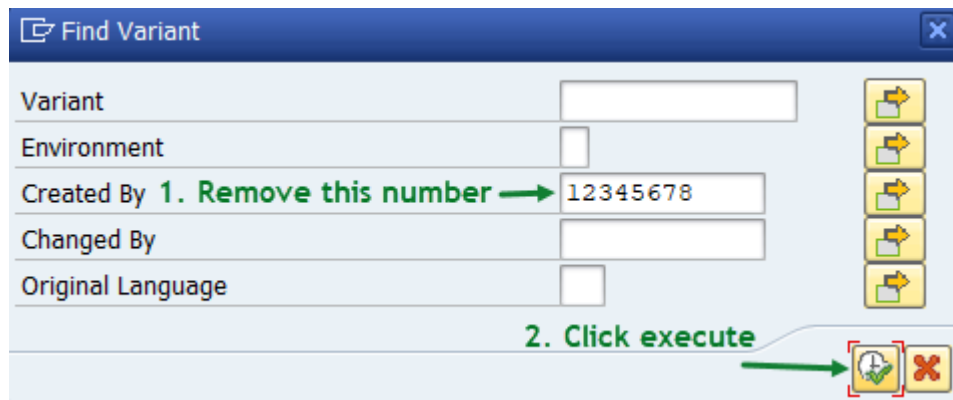
5. In the Variant Catalog pop-up, select the variant to match the date you want to verify by single clicking it.

    Note: The format is *YearMonthDay*. You can use the Find button to search for specific results.

    The monthly variants do not include medical expenses because they post in the next month. There are special variants created for the medical run:

/2103MM TOTAL	TOTAL PAYROLL POSTINGS 03 2021	A		X		00362121	04/01/2021

    This includes all payroll runs for month of March, 2021. Medical is excluded.

/210405 CMCS M	REQS POSTED 04 05 21 MEDICAL	A		X		00362121	04/05/2021

    This includes the medical expenditures for the March payroll which post on April 5, 2021.

    ABAP: Variant Directory of Program ZFIR018_PAYROLL_POSTING

    Variant Catalog for Program ZFIR018_PAYROLL_POSTING

Variant name	Short Description	Environment	Protected	Created By	Created On	Changed By	Last Changed On
/2103MM TOTAL	TOTAL PAYROLL POSTINGS 03 2021	A	X	00362121	04/01/2021		
/2103QQ QTR 3	Jan - Mar 2021 Excluding Med	A	X	00362121	04/01/2021		
/2103QQ QTR 3M	Jan - Mar 2021 Medical	A	X	00362121	04/01/2021		
/210405 CMCS M	REQS POSTED 04 05 21 MEDICAL	A	X	00362121	04/05/2021		
/210407 CMCS	REQS POSTED 04 07 2021	A	X	00362121	04/08/2021		
/210414 CMCS	REQS POSTED 04 14 2021	A	X	00362121	04/14/2021		
/210421 CMCS	REQS POSTED 04 21 2021	A	X	00362121	04/21/2021		
/210428 CMCS	REQS POSTED 04 28 2021	A	X	00362121	04/28/2021		
/2104MM TOTAL	TOTAL PAYROLL POSTINGS 04 2021	A	X	00362121	05/03/2021		
/210504 CMCS M	REQS POSTED 05 04 21 MEDICAL	A	X	00362121	05/04/2021		
/210505 CMCS	REQS POSTED 05 05 2021	A	X	00362121	05/05/2021		
/ACCRIAL VERIF	Year end accural verification	A	X	01342656	07/05/2012		
/AOC PP 12000	AOC BUDGET PP POSTINGS 12000	A		00362121	06/25/2019	00362121	06/26/2019
/AUD-ESC DOT	File for Auditor ESC or DOT	A		01342656	07/28/2011		
/CAL09 OVERALL	CAL 1/09-12/09 OT& COMP PAYOUT	A	X	01342656	02/09/2012		
/CAL10 OVERALL	CAL 1/10-12/10 OT& COMP PAYOUT	A	X	01342656	02/09/2012		
/CAL11 OVERALL	CAL 1/11-12/11 OT& COMP PAYOUT	A	X	01342656	01/19/2012	01342656	01/19/2012
/CALENDARY13	1/1/13-12/31/13	A	X	01973313	08/24/2015		
/CCPS AUG	CCPS Aug Payroll	A	X	01344997	10/05/2011	01344997	06/05/2013

6. Click the Choose button (F2).

7. Complete the Business Area field to identify the Agency for which balance sheets and income statements are prepared.

Payroll Postings to FI/CO

Selection Criteria for Posting Documents

Run Type	PP		
Posting Run Number	73310	to	
Posting Run Name		to	
Document Number		to	
Company Code	NC01	to	NC02
Business Area	1400	to	
Cost Center		to	
Internal Order		to	
GL Account	= 50170000	to	
Fund		to	
Funds center		to	
Employee		to	
Sequence Number		to	
Symbolic account		to	
Amount		to	

Wage Types

○ Wage type application			
● Wage type		to	

Output Options

Display Variant	/ZGENERIC

8. Click on the Multiple Selections [⬛] button for the GL Account field.

Internal Order		to	
GL Account	= 50170000	to	
Fund		to	

9.   Click the Exclude Single Values tab on the pop-up:

Note: These values will not be displayed in this run of the report. If any changes are entered, click the copy ⊕ button once complete. Otherwise, click the Cancel ✖ button to close the window.

10.   Complete the Fund field. Budget funds are program numbers mandated by the Office of State Budget and Management.

Note: Enter your agency identifier followed by an asterisk (*). This is a wildcard search, and all of your agency funds will be selected. Also, this will eliminate the liability accounts in the report which are not passed to NCAS.

11. *Optional:* Click the matchcode ⬚ button next to the Display Variant field in the Output Options section.

Output Options		
Display Variant	/ZGENERIC	⬚

Note: */ZGENERIC* is the normal layout used when the variants are created. You can create your own layout or use another from the list in the pop-up window that appears after clicking the matchcode button:

Layout	Layout description				
/1510ACCT AL	1510ACCT Allocation	✓	✓	✓	
/1510ACCT I	1510ACCT Ins	✓	✓	✓	
/AOC COSTCTR	Sorted by cost ctr - employee - account	✓	✓		
/AOCBGT12000	PP BUDGET CODE 12000	✓	✓	✓	
/BLANK NAME	Name is not displayed	✓	✓	✓	
/DOJ MONTHLY	DOJ format for monthly payroll				
/DOJ SPECIAL	DOJ For interface - no summing	✓	✓		
/ESC IND COS	ESC Indirect Cost	✓	✓		
/FRMS DHHS	DHHS Format for FRMS			✓	
/FRMS SUM	DHHS Format for FRMS w/ sum on wagetype	✓	✓	✓	
/LEO SEPARAT	Leo Separation with medical	✓	✓	✓	
/LIABILITY	Liability accounts by BA	✓	✓		
/NCSSMPAYREQ	NCSSM PAYROLL REQCONCILIATION	✓	✓	✓	
/NCSSMUNCFIT	SSM -UNC FIT VENDORS PAID	✓	✓	✓	
/OSC TSERS	TSERS EE and ER Amount - Linda B	✓	✓		
/OSC-ROBBIE	Salaries by employee name	✓	✓		
/PERS & ACCT	Pers No and account sort	✓	✓	✓	
/SHORT TERM	Short Term Disability	✓	✓		
/ST INVEST	ST INVEST POS	✓	✓	✓	
/ST SUM EMP	ST Summarized Employee Total	✓	✓		
/SUMACCT	Summary by Account	✓	✓		

12. Click the Execute ⬚ button.

Payroll Postings to FI/CO

Selection Criteria for Posting Documents

13. Review the results of the ZFIR018 report. The system task is complete.

Account Number with Text	Pers.No.	Name of employee or applicant	Wage Type Long Text	Σ Debit Amount	Σ Amount	Σ Amount	Fund	Cost Center
50111000 EPA-REGULAR SAL	80000407	Marva Mattox	1000 Regular Salary	4,166.67		4,166.67	461320001	4610000000
	80000975	Arthur Norman01	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000976	Arthur Norman02	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000977	Arthur Norman03	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000978	Arthur Norman04	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000979	Arthur Norman05	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000980	Arthur Norman06	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000981	Arthur Norman07	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000982	Arthur Norman08	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000983	Arthur Norman09	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000984	Arthur Norman10	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000985	Arthur Norman11	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000986	Arthur Norman12	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000987	Arthur Norman13	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000988	Arthur Norman14	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000989	Arthur Norman15	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000990	Arthur Norman16	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000991	Arthur Norman17	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000992	Arthur Norman18	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000993	Arthur Norman19	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000994	Arthur Norman20	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80001042	Nicole Milam	1000 Regular Salary	4,545.42		4,545.42	461241001	4610000000
50111000 EPA-REGULAR SAL				▪ 131,315.49		▪ 131,315.		
50121000 SPA-REGULAR SAL	80000049	James Hunt01	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000050	James Hunt02	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000051	James Hunt03	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000052	James Hunt04	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000053	James Hunt05	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000054	James Hunt06	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000055	James Hunt07	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000056	James Hunt08	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000057	James Hunt09	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000058	James Hunt10	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000059	James Hunt11	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000

Additional Information

Your ZFIR018 report results can be reorganized, filtered, and exported. Following are some examples of such.

A. **Reorganizing results:**

Most reports in the Integrated HR-Payroll system can be reorganized with the layout buttons.
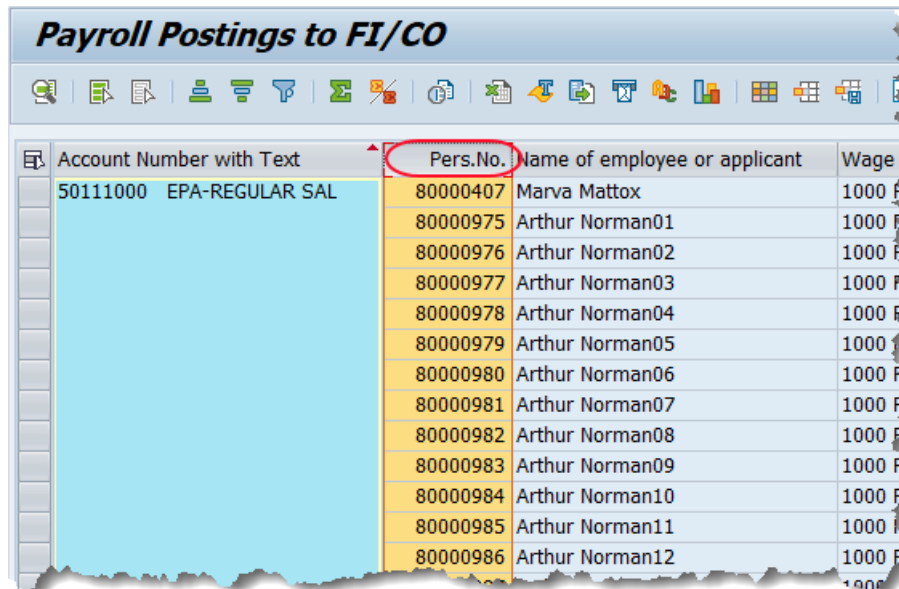
- Change Layout
- Select Layout
- Save Layout

Additional information regarding this functionality can be found in the How to Manage SAP Report Layouts help document.

B. **Filtering results (example 1)**

Scenario: You need to look for all of the data related to a specific employee.
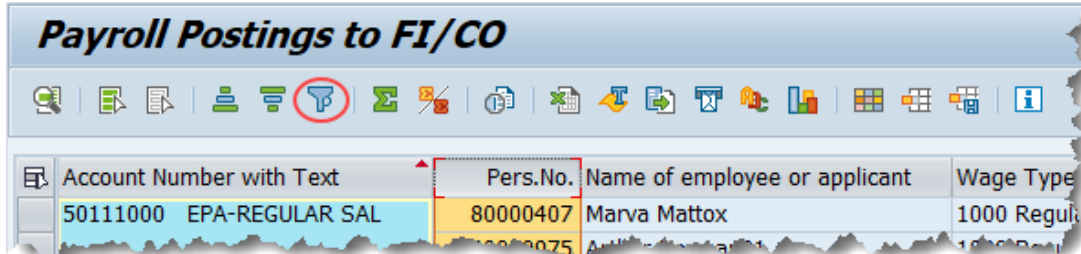
1. Click on the **Pers.No.** column.

2. Click the Set Filter [icon] button.

3. Enter the personnel number of the employee whom you are researching.

4. Click the Execute ✅ button. Review the results.

Payroll Postings to FI/CO

Account Number with Text	Pers.No.	Name of employee or applicant	Wage Type Long Text	Σ Debit Amount	Σ Amount	Σ Amount	Fund	Cost Center
50111000 EPA-REGULAR SAL	80000980	Arthur Norman06	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
50111000 EPA-REGULAR SAL 👤				▪ 6,130.17		▪ 6,130.17		
50151000 SOCIAL SECURITY	80000980	Arthur Norman06	9T06 /406 - ER Medicare	88.40		88.40	461320001	4610000000
	80000980	Arthur Norman06	9T04 /404 - ER Social Sec	378.01		378.01	461320001	4610000000
50151000 SOCIAL SECURITY 👤				▪ 466.41		▪ 466.41		
50157400 FICA SAVINGS	80000980	Arthur Norman06	9R13 4225 - FICA Savings	2.54		2.54	461320001	4610000000
50157400 FICA SAVINGS 👤				▪ 2.54		▪ 2.54		
👤				▪▪ 6,599.12		▪▪ 6,599.12		

Notes: The option to filter by employee also exists on the main ZFIR018 report, but often you will want to use this method to isolate information for researching an issue.

To remove this filter, you can click the Delete Filter 🔖 button.

Payroll Postings to FI/CO

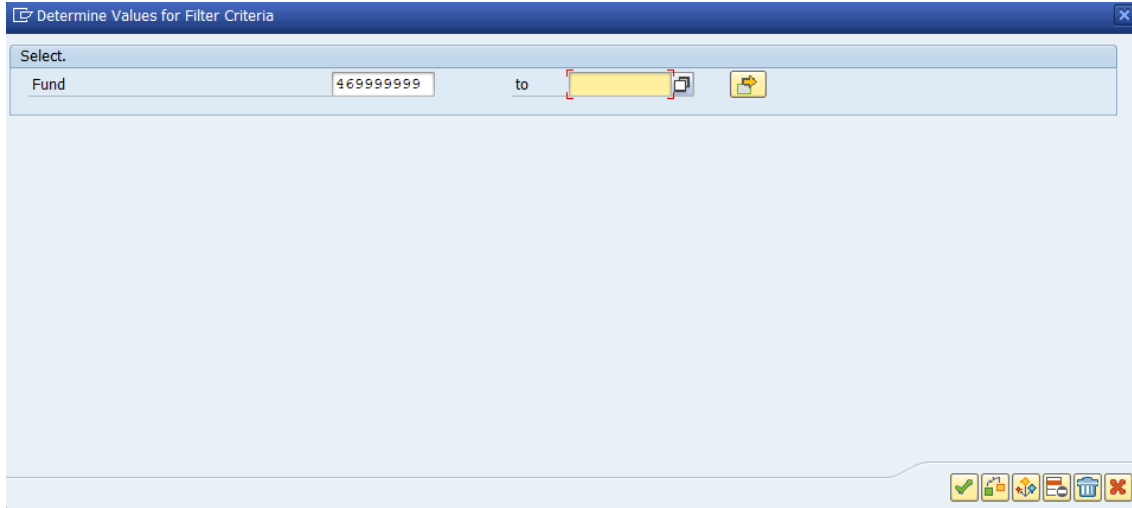| Account Number with Text	Pers.No.	Name of employee or applicant	Wage Type Long
50111000 EPA-REGULAR SAL	80000980	Arthur Norman06	1000 Regular Sal
50111000 EPA-REGULAR SAL 👤			
50...			

C. **Filtering results (example 2)**

Scenario: You need to identify employees that do not have cost distribution set up correctly on the position or IT0027

1. Select the **Fund** column.

Payroll Postings to FI/CO

Account Number with Text	Σ Amount	Σ Credit	Σ Amount	Fund	Cost Cer
50111000 EPA-REGULAR SAL	4,166.67		4,166.67	461320001	4610000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	461000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	4610000
	6,130.17		6,130.17	461320001	461000
	6,130.17		6,130.17	461320001	4610000

2. Click the Set Filter ⛋ button.

3. Enter in your default fund value ('agency identifier'+'9999999')
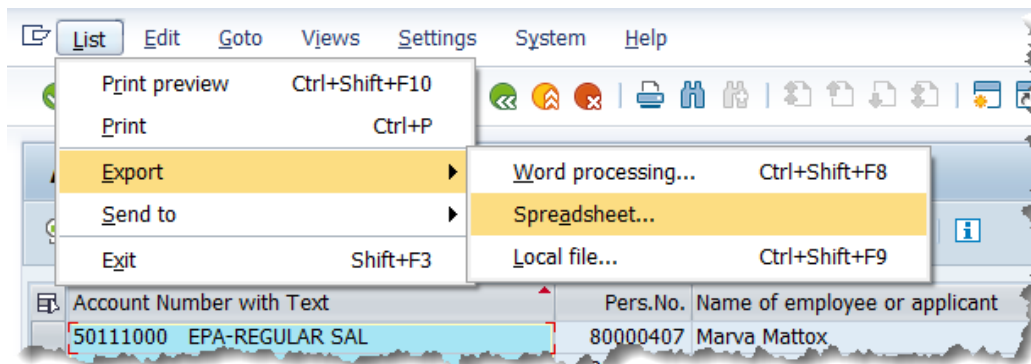

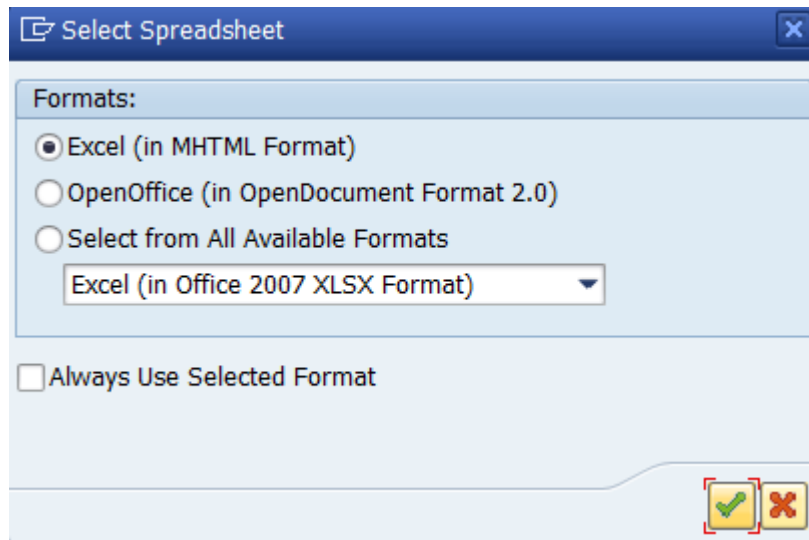4. Click the Execute ✓ button. Review the results.

D. **Exporting report results**

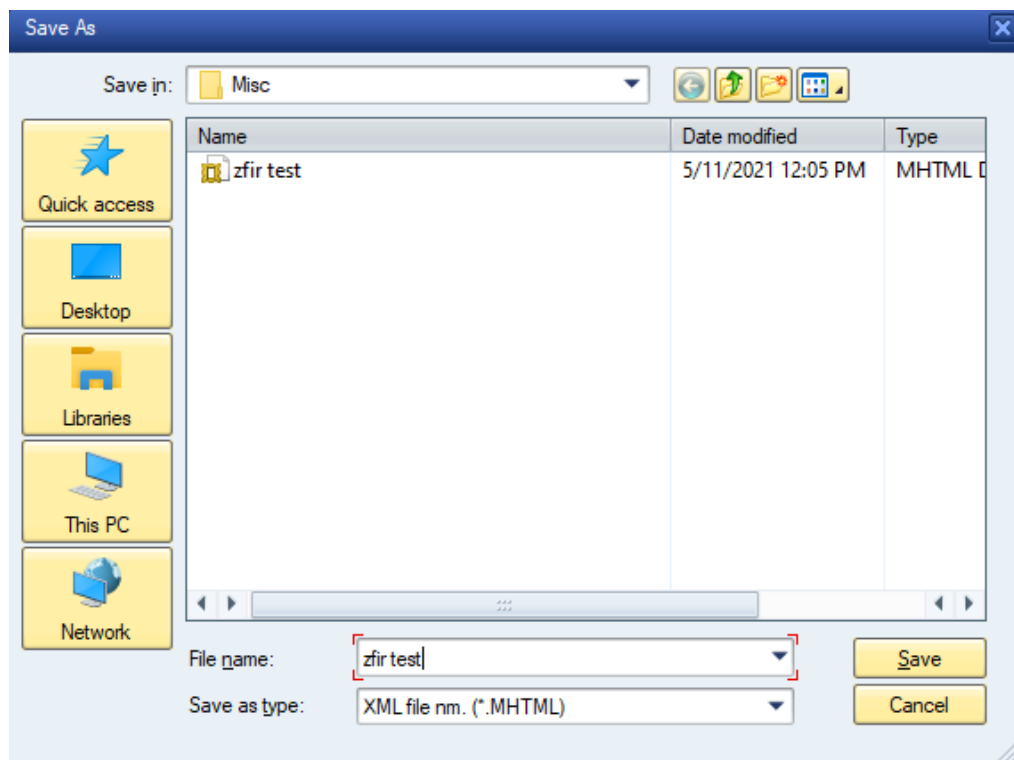Use the drop-down menus at the top of your report results to export to a spreadsheet.

1. Click *List >> Export >> Spreadsheet*

2. Choose your preferred format and click the Continue ☑ button.

3. Choose an appropriate filename and location and click the Save button.

Additional Resources

Training HELP website: https://www.osc.nc.gov/training/training_help_documents

Change Record

Change Date: 5/11/21 – Changed by D. Genzlinger

Changes: Updated docs with new info regarding NCFS. Updated to current BPP format. Updated screen shots.